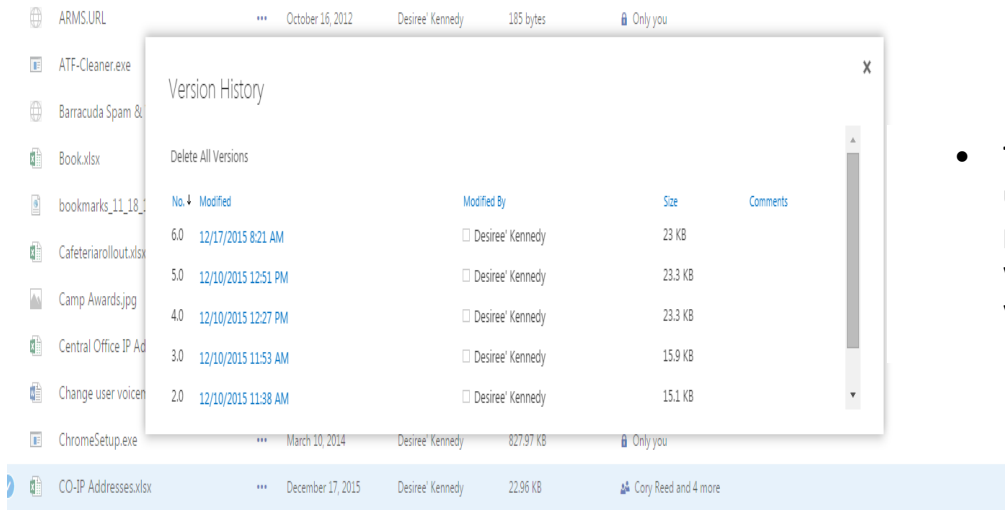
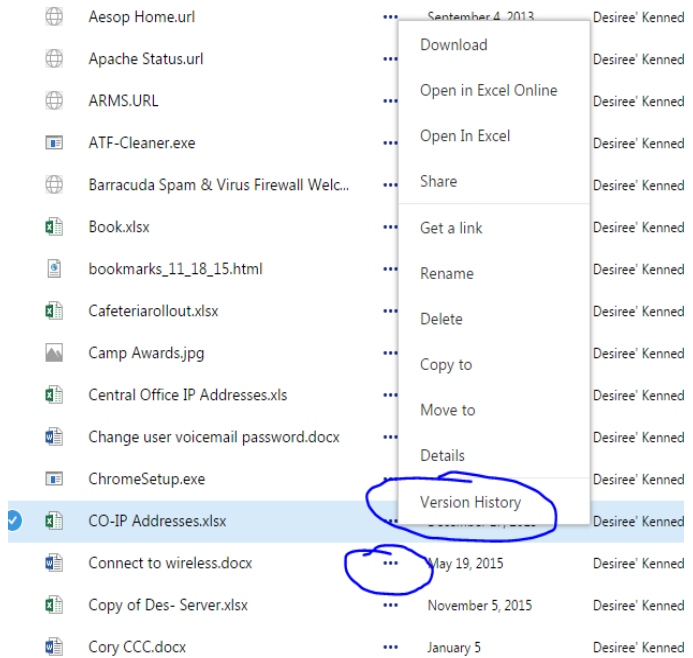


Recover Files From One Drive

- To recover older versions a file in one Drive you click on the file that you are working with (do not open the file) click the ellipses (...) and go to Version History.



- This will bring up a list of previous versions of your document

- Select the date you would like to recover from and click Restore.

